



## KING EDWARD VI SCHOOL, SOUTHAMPTON

### Examination Appeals Procedure

<b>Rationale:</b>	This policy is guidance for staff regarding the Examination Appeals Procedure
<b>Owner:</b>	Deputy Head (Academic)
<b>Endorsed by Governing Board:</b>	n/a
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## **EXAMINATIONS APPEALS PROCEDURE - APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS**

King Edward VI School is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have the appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the Awarding Body (Examinations Board). Where a set of work is divided between staff, consistency is assured by internal moderation and standardisation.

After work has been internally assessed, it is then moderated by the Awarding Body to ensure consistency between Centres. Such moderation may change the marks awarded for internally assessed work. That is outside the control of King Edward VI School and is not covered by this procedure.

If a student has a concern with internal assessment in relation to his or her work, he or she may submit a complaint for consideration by the Examinations Appeal Committee. This procedure applies at IGCSE, GCSE, and A level.

The existence of this procedure is made known to students by the Examinations Officer who issues a notice to all Tutors early in the Autumn term for the Group Base Notice board. The notice is also posted on the Examinations Notice board.

Pupils will receive their mark for the assessed work at least 15 working school days before they are due for submission to the Examinations Officer.

An appeal should be made as soon as possible and must be made no later than five working school days after receipt of their mark for that work in order that adequate time exists for an appeal and report to be conducted. Students may request copies of material to help them reach this decision. Requests to review marking can only be given if there is an identifiable issue in the application of the mark scheme, or the wider teaching and learning such as appropriate teacher knowledge, training, understanding and skill in centre assessed marking, or a weakness in the co-ordination and standardisation of marking.

It is expected that a formal appeal will only be made when the normal avenues for discussion of academic matters have not resolved the issue.

An appeal or review of marking should be made in writing to the Deputy Head Academic who, as Chair, will coordinate the appeal procedure. If the Deputy Head Academic is directly involved in the assessment in question, or is unable to conduct the investigation for some other reason, the Head will appoint another suitable member of staff.

The Chair will co-opt two other members to form an Appeals Committee; one of these shall normally be the Head of the relevant department. If it is the decision of the Head of Department against which the appeal is being lodged, the Chair shall decide who is the most appropriate substitute.

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The Chair shall be responsible for convening the Committee, arranging for secretarial assistance and for the distribution of the Committee's decisions. The Chair shall also be responsible for disseminating information about these procedures as well as advising the Head of the existence and outcome of any appeal.

The Committee will decide whether the process used for the internal assessment conformed to the requirements of the Awarding Body and the examinations code of practice of the JCQ. This will be done before the due date for mark submission to the Examinations Officer.

The Committee shall make a written record of any appeal. This record shall include the outcome of the appeal together with reasons for this decision that will be kept and made available to the Awarding Body at their request. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed. The outcome of the appeal will be made known to the Head.

The Candidate will be informed in writing of the outcome of the appeal, including any correspondence with the Awarding Body, any changes made to the assessment of the relevant internally assessed work, and any changes made to the internal assessment procedure in the relevant subject.

In the event of the candidate or parent remaining dissatisfied with the outcome of the internal appeals procedure, they may make a further appeal to the relevant Awarding Body. A copy of the appeals procedure of the relevant Awarding Body is available from the Examinations Office upon request.